

Louisiana Task Force STANDARD OPERATING GUIDELINES				
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Title Incident Support Team Operations				

Approvals

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 Date

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1.0 PURPOSE

1.1 This SOG is intended to provide guidelines for personnel conducting USAR Incident Support Team operations. It is intended to be a guide and not to replace training, experience, or common sense. The equipment assigned to the LA ST Incident Support Team shall be maintained in a state of readiness to be deployed with the Team when called upon.

2.0 SCOPE

2.1 This SOG shall be utilized whenever Incident Support Team personnel conduct management operations. It shall provide guidance for all Team members operating in a command or administrative function. This SOG is intended to be a guideline for Support Team personnel managing operations, it is not intended to take the place of experience and common sense.

3.0 RESPONSIBILITY

- 3.1 The State US & R Coordinator is responsible for ensuring that this SOG is carried out and that all Incident Support Team members are trained to this standard. The State US & R Coordinator is responsible for updating and disseminating this SOG as needed.
- 3.2 The Incident Support Team is responsible for providing assistance to local, state, and federal officials in managing Louisiana US & R assets and providing advice and incident command assistance to local emergency management officials. The Incident Support Team is responsible for managing Louisiana US & R task force through the Task Force Leaders. The Incident Support Team is responsible for developing and distributing a daily Incident Action Plan.
- 3.3 The Incident Support Team Commander is responsible for the overall management of the Team's activities, coordinating operations with the Incident Commander and other outside agencies, briefing officials on Task Force capabilities, and ensuring that all operational activities are performed safely and fully documented.
- 3.4 The Incident Support Team Operations Section Chief is responsible for developing the operational portion of the Incident Action Plan, following and reporting the activities of the task forces operating under the Task Force, developing strategic goals and objectives for the Incident Action Plan, and coordinating Task Force operations with local, State, and Federal resources.
- 3.5 The Incident Support Team Field Observer is responsible for conducting general observations of Task Force operations and reporting the results of those observations to the Incident Support Team Operations Section Chief. The Incident Support Team Field Observer is responsible for assisting the Planning Section with mapping operations.
- 3.6 The Incident Support Team Planning Section Chief is responsible for collecting and documenting all operational, logistical, medical, and administrative information generated by a deployment. The Incident Support Team Planning Section Chief is responsible for developing the Incident Action Plan, the Demobilization Plan, incident records and reports, and After Action reports. The Incident Support Team Planning Section Chief is responsible for conducting all planning meetings and briefings. The Incident Support Team Planning Section Chief is responsible for overseeing the collection, evaluation, and dissemination of information on all Task Force activities.

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- 3.7 The Incident Support Team Safety Officer is responsible for ensuring that all Task Force operations are conducted safely. The Incident Support Team Safety Officer shall develop safety information for Incident Action Plans and shall review the medical plan with the Incident Support Team Medical Unit Leader. The Incident Support Team Safety Officer shall conduct investigations on any accident involving Task Force personnel.
- 3.8 The Incident Support Team Information Officer is responsible for conducting liaison operations with information officers from outside agencies, coordinating with, escorting, and conducting interviews with media agencies, and obtaining media information that may assist in Task Force operations.
- 3.9 The Incident Support Team Logistics Section Chief is responsible for preparing the logistics portion of the Incident Action Plan, identifying all logistical requirements for efficient Task Force operations, accounting for all Incident Support Team property, ensuring that overall Task Force accountability is maintained, and ensuring that Task Force property reimbursement documentation is complete and accurate.
- 3.10 The Incident Support Team Structures Specialist is responsible for providing accurate structural information to the Incident Support Team, and providing briefings to local commanders on structural issues. The Incident Support Team Structures Specialist is responsible for overseeing structural hazard mitigation, acquiring and interpreting building plans, and conferring with architects, engineers, contractors, and any other personnel who may have an impact on structural stability.
- 3.11 The Incident Support Team Documentation Unit Leader is responsible for assisting the Incident Support Team Planning Section Chief with developing the Incident Action Plan, and ensuring that all Task Force activity is correctly documented.
- 3.12 The Incident Support Team Situation Unit Leader is responsible for assisting the Incident Support Team Planning Section Chief with developing the Incident Action Plan, collecting and analyzing all information pertaining to Task Force activities, and setting up and maintaining planning meeting displays.
- 3.13 The Incident Support Team Communications Unit Leader is responsible for developing the communications plan for the Incident Action Plan, installing and maintaining a communications system for the Incident Support Team, tracking all Incident Support Team communications equipment, and acting as a communications liaison for all outside agencies.
- 3.14 The Incident Support Team Medical Unit Leader is responsible for developing the medical plan for the Incident Action Plan and any other necessary reports, providing medical care for Incident Support Team members, acting as a liaison with Task Force and outside agency medical teams, and coordinating all Task Force medical, hygiene, and canine medical care issues. The Incident Support Team Medical Unit Leader is responsible for assisting the Incident Support Team Safety Officer in preparing the safety briefing for the Incident Action Plan.
- 3.15 The Incident Support Team Transportation Unit Leader is responsible for ensuring that the Task Force has adequate transportation, preparing transportation and traffic plans for the Incident Support Team Logistics Section Chief, and coordinating ongoing Task Force transportation support with outside agencies.
- 3.16 The Incident Support Team Base of Operations Specialist is responsible for coordinating billeting, feeding, and supply needs for the Task Force and implementing the Base of Operations portion of the Demobilization Plan.

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- 3.17 The Incident Support Team Urban Search and Rescue Specialist is responsible for providing technical and informational support to the Incident Commander and any outside agencies working with the Task Force. The Incident Support Team Urban Search and Rescue Specialist is responsible for assisting the Planning Section in carrying out the planning process.
- 3.18 All Task Force Incident Support Team members are responsible for ensuring that the tasks assigned to them are carried out in a safe and efficient manner.

4.0 SAFETY

- 4.1 The Incident Support Team Safety Officer shall conduct a Safety Briefing prior to the beginning of any Task Force operation.
- 4.2 The Incident Support Team Safety Officer shall appoint as many Assistant Safety Officers as necessary to safely conduct the assigned operation.
- 4.3 The Safety Officer shall ensure that all personnel in the Hot Zone are operating their equipment safely, that all PPE is worn correctly at all times and that LCES is maintained by personnel operating in the Hot Zone at all times.
- 4.4 If a "Mayday" is announced, the Incident Support Team Safety Officer shall coordinate mitigation and rescue efforts with Task Force Safety Officers.

5.0 ASSOCIATED DOCUMENTATION

- 5.1.1 ST01-001 *Activation*
- 5.1.2 CFR Title 44, Chapter I, Subchapter D, Part 208, Subpart D
- 5.1.3 NIMS Resource Typing Definitions for Mass Search and Rescue Operations US & R Incident Support Team
- 5.1.4 9356.2 PR FEMA Urban Search and Rescue Incident Support Team Operations Manual

6.0 DEFINITIONS

- 6.1 **Base of Operations (BOO)**-An area where out of service personnel may go to rest and prepare prior to the next operational period.
- 6.2 **Hot Zone**-The area in which mitigation operations are conducted.
- 6.3 **Personal Protective Equipment (PPE)**-Specialized clothing or equipment worn by Task Force members for protection against health and safety hazards.
- 6.4 **Rehab Sector**-An area where Task Force personnel shall be directed to physically and mentally rest and recover prior to resuming active operations.
- 6.5 **Staging Area**-A designated, marked area where Task Force personnel that are ready for assignment shall wait to enter the Hot Zone.
- 6.6 **Structural Triage Operations**-Those activities conducted by the Task Force to determine specific hazards within each structure, the potential for secondary collapse and potential for viable victims for those structures.



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7.0 PROCEDURE

- 7.1 Upon activation, all Incident Support Team personnel shall report to the designated Point of Arrival (POA) for medical and administrative in-processing. Anyone whose vital signs are outside the limits established in the Task Force Medical SOG shall not be allowed to deploy.
- 7.2 Upon completion of in-processing, all Incident Support Team personnel shall report to an area designated by the Incident Support Team Commander to be the Incident Support Team Command Post. The Incident Support Team will immediately begin the planning process to produce the first Incident Action Plan
- 7.3 The Incident Support Team Commander shall take any Support Team members he/she feels necessary to conduct a reconnaissance of the operational area, make contact with the Incident Commander, and establish a Base of Operations for the inbound Task Force.
- 7.4 The Incident Support Team shall conduct any and all operations necessary to provide the Task Force with strategic guidance and administrative and logistical support throughout the incident.

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